

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

May 6, 1998

ALL-COUNTY LETTER NO. 98-31

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REVISION OF THE CA 237 FG/U STATISTICAL REPORT

REFERENCE: DIVISION 26 - STATISTICAL REPORTS MANUAL

The Temporary Assistance for Needy Families (TANF) program, enacted by Public Law 104-193 and California's welfare reform program, California Work Opportunity and Responsibility to Kids (CalWORKs), have now been implemented on November 26, 1996 and January 1, 1998, respectively. The California Department of Social Services (CDSS) is in the process of reviewing data reports to incorporate changes needed to collect data resulting from federal and state welfare reform. Enclosed is a camera-ready copy of the first of those reports, the CA 237 CalWORKs FG/U statistical report and instructions. This report has been revised to collect data on Zero, One and Two-Parent CalWORKs cases and persons. This report will also collect data on State-only cases, persons and expenditures. Significant changes are italicized in the instructions.

CDSS is aware of the potential impact of revising, re-tooling and/or designing county systems to collect the data required on the revised report. Therefore, the effective date of implementation for the revised CA 237 report is July 1, 1998. However, due to the potential impact, counties will be allowed to phase-in actual reporting. Counties will have three months to accomplish changes necessary to report on the new CA 237 report. All counties shall submit required data on the revised CA 237 report form no later than October 1, 1998. Counties may continue using the CA 237 FG/U AFDC Caseload movement report (3/88) until such time as counties are able to submit data on the newly revised report. Necessary revisions to the Discontinuance and Denial reports (ABCD 253 and ABCD 255) are forthcoming and will be under separate cover.

If you have any questions, please contact Bruce Lerner of the Data Operations Branch, at (916) 322-9809.


JOHN H. WILSONDeputy Director
Program Planning and Performance Division

c: CWDA

Send this copy to:

Data Operations Branch, M.S. 19-81
California Department of Social Services
P. O. Box 944243
Sacramento, CA 94244-2430

**California Work Opportunity and Responsibility
To Kids (CalWORKs) Cash Grant Caseload
Movement and Expenditures Report**

County	Co. Code	Report Month/Year

PART A. APPLICATIONS FOR AID & REQUESTS FOR RESTORATION

1. Pending from last month (Item 5 last month or explain).....	1
2. Number of applications received during the month (Sum of a + b below).....	2
a. Applications.....	3
b. Requests for restoration.....	4
3. Total during the month (Sum of 1 and 2 above).....	5
4. Disposed of during month (Sum of a, b and c, below).....	6
a. Approved (Equals sum of items 7a. and 7b. (both columns)).....	7
b. Denied.....	8
1. Denied due to receipt of Diversion payment (s) or services.....	9
c. Other dispositions (Cancellations and withdrawals).....	10
5. Number of applications/requests pending at the end of the month (Item 3 - Item 4).....	11

PART B. CASELOAD (ALL)

FAMILY GROUP (FG)

UNEMPLOYED (U)

CASES ADDED

6. Brought forward from last month (Item 11 last month or explain)	12	13
7. Cases added during the month (Sum of a through d, below).....	14	15
a. Applications approved.....	16	17
b. Requests for restoration.....	18	19
c. Transfers from other counties.....	20	21
d. Other approvals (appeal cases, CA 7s, etc.).....	22	23

CASELOAD

	1-Parent (1)	2-Parent (2)	Child-Only (3)	1-Parent (4)	2-Parent (5)	Child-Only (6)
8. Cases open during month (Sum of a + b, below(all columns))...	24	25	26	27	28	29
a. Cases receiving cash grant (\$10. or more).....	30	31	32	33	34	35
(1) Children in Item 8a cases.....	36	37	38	39	40	41
(2) Adults in Item 8a cases.....	42	43		44	45	
(3) Total persons (Sum of 8a(1) and 8a(2) above).....	46	47		48	49	
b. Other cases (zero grant cases, less than \$10. cases, etc.)..	50	51	52	53	54	55
(1) Children in Item 8b cases.....	56	57	58	59	60	61
(2) Adults in Item 8b cases.....	62	63		64	65	
(3) Total persons (Sum of 8b(1) and 8b(2) above).....	66	67		68	69	

CASE EXITS

9. Total cases discontinued from FG or U during the month.....	70 ()	71 ()
10. Total cases changing status during the month.....	72 ()	73 ()
a. Number of cases transferring from FG to U.....	74	
b. Number of cases transferring from U to FG.....	75	
11. Carried forward to next month (Items 8 - 9 - 10) + (10a or 10b).	76	77

PART C. NET EXPENDITURES (ALL)

FAMILY GROUP (FG)

UNEMPLOYED (U)

12. Total net expenditures (Minus item 12.a. FG and U below).....	\$	\$
a. Total child support collections.....		
FG \$		U \$

PART D. STATE-ONLY CASELOAD	FAMILY GROUP (FG)			UNEMPLOYED (U)		
	1-Parent (1)	2-Parent (2)	Child-Only (3)	1-Parent (4)	2-Parent (5)	Child-Only (6)
STATE-ONLY CASELOAD						
13. Cases open during month (Sum of a + b, below(all columns))...						
a. Cases receiving cash grant.....						
(1) Children in Item 13a cases.....						
(2) Adults in Item 13a cases.....						
(3) Total persons (Sum of 13a(1) and 13a(2) above).....						
b. Other cases (zero grant cases, less than \$10. cases, etc.)..						
(1) Children in Item 13b cases.....						
(2) Adults in Item 13b cases.....						
(3) Total persons (Sum of 13b(1) and 13b(2) above).....						
PART E. NET EXPENDITURES (STATE-ONLY)						
14. Total net expenditures (Minus item 14a FG and U below).....						
a. Total child support collections.....						
FG \$ _____ U \$ _____						

PART F. TO BE USED ONLY UPON INSTRUCTIONS FROM CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Report prepared By:	Telephone No.:	Date:
	()	

STATISTICAL REPORTS

Handbook

REPORTS - PUBLIC ASSISTANCE

26-212

26-212 CASELOAD MOVEMENT AND EXPENDITURES REPORT FOR THE CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) PROGRAM (Forms CA 237 FG/U)

26-212.01 CONTENT

26-212.01

For the California Work Opportunity and Responsibility to Kids (CalWORKs) Program these monthly reports provide data on end of the report month net movement of cases, the number of individuals who received a cash grant and the net amount of all cash grant assistance paid during the report month. Counties shall report the status of a case at the end of the report month. Do not report multiple changes to a single case occurring during the report month.

26-212.02 PURPOSE

26-212.02

The purpose of these reports is to provide an unduplicated case count for: (1) meeting federal reporting requirements; (2) use by county, state and federal administrators for budgeting, staffing, program planning and other administrative responsibilities; and (3) providing other interested persons and agencies with information on the CalWORKs Program.

26-212.03 DISTRIBUTION

26-212.03

Information from these reports is included in the monthly publication "Public Welfare in California" and distributed to county welfare departments, other interested agencies, and individuals.

26-212.04 DUE DATE

26-212.04

These reports are due on or before the eighteenth calendar day of the month following the report month. Send reports to:

California Department of Social Services
Data Operations Branch, MS 19-81
P. O. Box 944243
Sacramento, CA 94244-2430

When data is unavailable, or has not been reconciled, transmit a report by the due date containing all available information. Attach a note indicating when the department can expect to receive the final report. Missing data should be sent as soon as possible.

26-212.05 DEFINITIONS

26-212.05

This section is to provide Handbook users with definitions applicable to the CA 237 CalWORKs Cash Grant Caseload Movement and Expenditures Report.

CalWORKs: The acronym for the California Work Opportunity and Responsibility to Kids Program. This program represents California's welfare reform program implemented on January 1, 1998.

Family Group (FG): *FG cases are assistance units with their eligibility based upon deprivation other than unemployment.*

Unemployed (U): *U cases are assistance units with their eligibility based upon the unemployment of the principle earner.*

FAMILY GROUP SEGMENT:

Zero Parent (Child-Only) Cases: *Cases in which only the children are aided for reasons other than sanctioning or the children and parents are aided but both parents have been determined incapacitated, and there is no work participation requirement for the parent or caretaker. This includes:*

- *Aided children in the care of a nonaided caretaker relative / undocumented parent.*
- *Two-parent family in which both aided parents are determined to be incapacitated.*
- *Aided children in the care of parents aided under the SSI / SSP program.*

One-Parent Cases: *All cases in which only one parent or needy caretaker is aided, or two-parent families in which one parent is determined to be incapacitated or disabled, and such disability significantly impairs their ability to be employed or participate in welfare to work activities, and the second parent (whether aided or excluded) is required to meet work requirements. This includes:*

- *One aided parent with a child(ren).*
- *Two-parent family in which one parent is determined to be incapacitated or disabled and the second parent is required to meet work requirements.*
- *Two aided **unmarried** parents with separate children, or who have separate children and there is a child in common who has no deprivation.*
- *An aided married parent with a separate child where the parent's spouse is not aided.*

- A senior parent living with a grandchild and the minor parent (under age 18) of that child, when the aided senior parent is caretaker of both the minor parent and the grandchild; or the minor parent is caretaker of his/her child and the senior parent is not aided.
- A one-parent family where only the children are aided due to sanctioning of the parent.
- Aided caretaker of a foster child.

Two-Parent Cases: All cases in which both the parent and the parent's spouse or the child's second parent are aided or one or both parents are not aided but are required to meet work participation requirements. This includes:

- Two aided married parents, each with separate children or separate children and a child in common who has no deprivation.
- An aided married parent with a separate child and the parent's spouse chooses to be aided in the AU.

UNEMPLOYED PARENT SEGMENT:

Zero Parent (Child-Only) Cases: Cases in which only the children are aided for reasons other than sanctioning or the children and parents are aided but both parents have been determined incapacitated, and there is no work participation requirement for the parent or caretaker. This includes:

- Two-parent cases in which both parents of the aided children are undocumented alien parents. **al**

One-Parent Cases: All cases in which only one parent or needy caretaker is aided, or two-parent families in which one parent is determined to be incapacitated or disabled, and such disability significantly impairs their ability to be employed or participate in welfare to work activities, and the second parent (whether aided or excluded) is required to meet work requirements. This includes:

- A pregnant woman only case (married or unmarried) in which the father is excluded pending the birth of the child. **al**
- Two-parent family, married or unmarried, when one parent is aided and required to meet work participation requirements or sanctioned for failure to participate and the other parent is an undocumented alien. **al**
- Two-parent family in which one parent is aided or sanctioned for failure to participate and the second parent is excluded as a drug or fleeing felon. **al**

al This situation would fall into the unemployed parent category, unless deprivation based on incapacity exists for Family Group.

Two-Parent Cases: All cases in which both the parent and the parent's spouse or the child's second parent are aided or one or both parents are not aided but are required to meet work participation requirements. This includes:

- Two-parent family in which one parent is sanctioned.
- Two aided married parents, each with separate children or separate children and a child in common who has deprivation. *a/*
- Two aided **unmarried** parents, each with a separate child, and a child in common who has deprivation. *a/*
- Two aided married parents, one or both over age 18, with a child in common. *a/*
- Two aided married parents, under age 18, and one parent meets the definition of minor child head of household. *a/*
- An aided parent with a child and the parent's spouse chooses to be included in the AU.
- Two aided **unmarried** parents, with a child in common. *a/*
- Two-parent family in which only the children are aided due to the sanctioning of both parents.

a/ This situation would fall into the unemployed parent category, unless deprivation based on incapacity exists for Family Group.

Movement: This term defines CalWORKs case flow within this report. Some examples include; an application is approved and moves into the FG or U segment of the CalWORKs caseload; a case transfers from the FG segment to the U segment or vice versa; an active case receiving a cash grant becomes an active case which receives no case grant during the report month and vice versa or a case terminates from the CalWORKs program.

Cancellations: An application or request for restoration of a cash grant is considered "canceled" if the applicant or child(ren) for which the application is made dies before the determination is completed.

Withdrawals: An application or request for restoration that is withdrawn only upon the voluntary initiative of the applicant or person applying on his/her behalf. The form on which this is accomplished is the CA 10. A copy of the CA 10 is given to the applicant.

Cash Grant Payments:

(Current): Money payments delivered to the recipient or family to meet current needs.

(Prior): Retroactive corrective payments delivered to the recipient or family when they received less than the amount to which they were entitled in a given month or months.

Inter program Transfer: Any transfer from one cash grant program to another that requires an application. Initially this applied to transfers from one program to another (i.e., Old Age Security (OAB), Aid to the Blind (AB), Medical Assistance for the Aged (MAA), Aid to the Disabled (ATD), etc.). This was considered an application for aid for statistical purposes, however, a written application was not required. Current regulations state that the recipient "applies".

Inter county Transfer: Movement of cases from one county to another, i.e., a family moves from one county to another. The receiving county adds this case to the report via the "Transfers from other counties" line item (7 c.). The county from which the family is moving would count the case as a discontinuance (line item 9.).

Payment Responsibility: The first county is responsible for payment of aid until the end of the transfer period, at which time the second county becomes responsible.

Transfer Period: The end of the month following the 30th day after notification to the second county.

Restorations: The term restoration applies to an applicant who was a recipient of the same category of aid in the same county and his/her grant has been discontinued for 12 months or less at the time of the current application.

Suspended Case: Aid is suspended in the payment month when income or circumstances in the corresponding budget month result in the ineligibility for only one payment month.

Issued Warrant: A warrant is considered issued as of the payment date.

Denials: An application or request for restoration of cash grant that is denied. Denial may occur for any reason, e.g., excess income and/or resources; no deprivation; failure to complete necessary forms; failure to provide essential verification, etc.

Discontinuance: A CalWORKs cash grant case where aid is stopped and/or terminated at the end of the month for any number of reasons, e.g., non-cooperation by the Assistance Unit (AU); excess income and/or resources; loss of deprivation; discontinuance requested by the AU, etc.

Dispositions: An action taken on an application or a request for restoration of benefits, e.g., an approval, denial, cancellation or withdrawal.

Other Dispositions: An action taken on an application or a request for restoration which results in a cancellation or withdrawal. This also includes applications denied because the applicant moved or could not be located. (See definitions for Cancellations and Withdrawals.)

Intraprogram Status Change: Change in status from one part of the same program to the other. This occurs for FG and U only. This occurs when an FG case becomes a U case and vice versa, i.e., the father returns to an FG case during the report month. That case will become a U case effective the next month, therefore, for statistical reporting purposes, that FG case is theoretically discontinued from the FG column and reappears in the U column in item 10a./10b. and vice versa.

Note: When there are changes between O/1/2 parent cases, these changes are effective the beginning of the next month, therefore, when these changes occur, they should be reported in the appropriate category in the next monthly report.

Inventory adjustment: Changes in caseload resulting from actions authorized (including those authorized by mistake or in error) in prior months and not previously reported, are to be reported as an inventory adjustment. Whenever an inventory adjustment is reported, the county must include a footnote in PART F on the reverse side of the report, explaining why an adjustment was needed.

Other Approvals: Cases approved for reasons other than an application for a cash grant or restoration, transfer from another county or intraprogram status change. Some examples of "Other Approvals" include the following: approval of aid on appeal cases; approval of aid to cases erroneously denied or discontinued; approval of a CA 7 discontinuance where completion of a new application is deemed unnecessary.

Other Cases (not receiving a cash grant): Cases not paid aid, but which had an authorization to receive aid during the report month. Examples include the following: cases approved for aid during the report month which will receive an initial warrant dated the following month; cases with an authorization to receive aid that were discontinued during the report month, and the warrant was either canceled or not written; cases in which the authorization for the report month was a zero grant to adjust for an overpayment; cases which were fully abated by child support payments; and cases determined eligible for CalWORKs, but whose grant was not paid because it was less than ten dollars (\$10).

Rescinds: An action that is taken to repeal or nullify a previous action taken on an application, restoration or continuing case.

26-212.10 INSTRUCTIONS

26-212.10

Submit reports on the form designated for the program.

For statistical reporting purposes, the classification of CalWORKs cases by segment (FG or U) is based on the provisions of the CDSS Manual and Policies and Procedures for Eligibility and Assistance Standards (CDSS-MPP).

**26-212.20 PART A. APPLICATIONS FOR AID AND REQUESTS
FOR RESTORATION**

26.212.20

Part A summarizes intake activity during the report month with respect to applications for aid and requests for restoration as defined in the CDSS-MPP.

1. Pending from last month - Enter the number of applications pending from the previous month. If not the same figure as Item 5 of the previous month, an explanation must be provided in a footnote. (Place footnote in PART F on the reverse side of report (or attach another sheet of paper) giving precise reason(s) for the changes in caseload.)

2. Total number of applications for aid received during the month - Enter the sum of Items 2a. and 2b.

2a. Applications - For reporting purposes, a request for aid is considered an application when it has been received and recorded by the county, on Form CA 1/SAWS 1, Application for Public Assistance. Exclude applications received from recipients whose aid is being transferred from another county or from one aid code to another.

2b. Requests for Restoration - An application for aid is considered a request for restoration when the applicant has been a recipient of the same category of aid in the same county within the last 12 months.

3. Total during the month - Enter the sum of Items 1 and 2.

4. Disposed of during the month - Enter the sum of Items 4a., 4b., and 4c.

4a. Approved - Enter the number of applications and restoration requests approved for a cash grant.

4b. Denied - Enter the number of applications and restoration requests denied.

Note: Item 4b. must equal the total denials of cash grant (Part A) on Form ABCD 255.

4b(1) Denied due to receipt of Diversion payment or services - Of the total number of applications denied, enter the number of applications denied for applicants found to be apparently eligible for CalWORKs but opted to receive a Diversion payment or service in lieu of CalWORKs cash aid.

4c. Other Dispositions (cancellations and withdrawals) - Enter the number of applications and restoration requests cancelled, or withdrawn. This item also includes applications denied because the applicant moved or could not be located.

Note: Item 4c. must equal the total reasons for "Nonapprovals Other Than Denials" on Form ABCD 255.

5. Applications/Requests pending at the end of the month - Enter the number of applications and requests for restoration pending at the end of the month. Entry must equal the difference between total applications and restoration requests during the month (Item 3) less the number disposed of (Item 4).

26-212.30 PART B. CASELOAD

26-212.30

CASES ADDED

6. Cases brought forward from last month - Enter the number of cases brought forward from the previous month. If not the same figures as Item 11 of the previous month, an explanation must be provided in a footnote. (Place footnote in PART F of the report (or attach another sheet of paper) giving precise reason(s) for the changes in caseload.) Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6 and are not to be reported in Item 7d.

7. Cases added during the month - Enter the sum of Items 7a. through 7d.

7a. Applications approved - Enter in the appropriate column the number of applications approved for cash grant.

7b. Restorations - Enter in the appropriate column the number of restoration requests approved.

Note: The sum of items 7a. and 7b. should equal item 4a.

7c. Transfers from other counties - Enter in the appropriate column the number of cases for which the reporting county accepted responsibility for payment of aid during the report month.

NOTE: Movements between Foster Care (FC) to CalWORKs and vice versa should be reported as follows:

When an CalWORKs child goes to FC, that child is discontinued from CalWORKs and a FC application is taken.

When an FC child goes to CalWORKs, the child is brought into the CA 237 case count in one of two ways:

-If the child is going to create a new AU, a new application for CalWORKs is taken and the child comes into the CA 237 report as a new application and processed accordingly, within the CA 237 report.

-If the child is going to join an existing AU, then that child would be brought into the CA 237 caseload by simply adding him/her to the person count in Item 8a.(1) or Item 8b.(1).

7d. Other approvals - Enter the number of cases approved for reasons other than Items 7a. through 7c., including: **(Do not report multiple changes to a single case occurring during the report month.)**

(1) To approve aid on appeal cases.

(2) To approve aid to cases erroneously denied or discontinued.

(3) To approve CA 7 discontinuances where completion of a new application is deemed unnecessary.

NOTE: Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in Item 7d., but are shown as adjustments to Item 6.

CASELOAD

Report in this section all cases and individuals (federal or State-Only) eligible to or have received a cash grant during the report month.

8. Total cases open during the month - Enter the number of cases active during the report month; i.e., those cases where an official authorization for aid was in effect at some time during the month. The sum of FG columns (1), (2), (3) and U columns (4), (5), (6) are equal to the sum of Item 6 plus Item 7 (both columns); and also the sum of Items 8a. and 8b (FG and U columns respectively).

8a. Cases receiving a cash grant - Enter in the appropriate columns the number of cases receiving a cash grant during the report month.

8a.(1) Children in Item 8.a. cases - Enter in the appropriate columns the number of children reported on the *county's fiscal summary document (or equivalent)* for the current month only, excluding counts from previous months. Report children who are fully abated by child support payments in Item 8b.

When the child's basis of eligibility changes in either direction between cash grant and FC during the month, the person count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count. Payments are reported as claimed; i.e., that is, the cash grant amount is reported on the CA 237 CalWORKs, and the FC payment is shown on the CA 237 FC.

8a.(2) Adults in Item 8a. cases - Enter in the appropriate columns the number of adults reported on the *county's fiscal summary document (or equivalent)* for the current month only, excluding counts from previous months.

8a.(3) Total Persons - Enter the sum of Items 8a.(1) and 8a.(2).

8b. Other cases - (Not receiving a cash grant) - Enter the number of cases not paid aid but which had an authorization to receive aid during the report month. Include the following cases:

- (1) Cases approved for aid during the report month which will receive an initial warrant dated the following month.
- (2) Cases with an authorization to receive aid that was discontinued during the report month, and the warrant was either cancelled or not written.
- (3) Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.
- (4) Cases which were fully abated by child support payments.
- (5) Cases determined eligible for CalWORKs-FG or U but whose grant was not paid because it was less than ten dollars (\$10).

8b.(1) Children in Item 8b. cases - Enter in the appropriate columns the number of children reported on the *county's fiscal summary document (or equivalent)* for the current month only, excluding counts from previous months. (Children who are fully abated by child support payments should be reported in this item.)

8b.(2) Adults in Item 8b. cases - Enter in the appropriate columns the number of adults reported on the *county's fiscal summary document (or equivalent)* for the current month only, excluding counts from previous months.

8b.(3) Total Persons - Enter the sum of Items 8b.(1) and 8b.(2).

CASE EXITS

9. Total cases discontinued from FG or U during the month - Enter the number of cash grant cases that were discontinued during the month due to ineligibility to continue to receive benefits.

Note: The sum of item 9 (both columns) on Form CA 237 CalWORKs must equal the total cases discontinued on Form ABCD 253.

Also include cases (AUs) terminated and combined with other cases or cases transferred to another county.

10. Total cases changing status during the month - Enter in the appropriate column the number of cases which left the FG or U segment as of the end of the month.

10a. Number of cases transferring from FG to U - Enter the number of cases which left the FG segment and will be moved to the U segment as of the beginning of the next month. (Equals item 10, FG column or explain)

10b. Number of cases transferring from U to FG - Enter the number of cases which left the U segment and will be moved to the FG segment as of the beginning of the next month. (Equals item 10, U column or explain)

11. Cases carried forward to next month - Enter the number of open cases carried forward to next month. Item 8 less (Items 9 and 10) plus Item 10a. or 10b. for the appropriate columns.

26-212.40 PART C. NET EXPENDITURES (ALL)

26-212.40

This part of the report provides for a summary of the net amount of aid issued to or on behalf of recipients during the report month.

12. Total net expenditures - Enter the net amount of aid issued to or on behalf of recipients after accounting for cancellations, repayments of aid (such as child support collections), and all adjustments for the current and all prior months. Enter the amounts corresponding with those reported on the fiscal summary documents (800 series - see Source Guide 26-212.90).

12a. Total child support collections - Enter the amount of child support collections (Form CS 800, Line B3.) which is applied to total monthly expenditures in obtaining net expenditures.

26-212.50 PART D. STATE-ONLY CASELOAD

26-212.50

Use this section to report those cases and individuals who are eligible to or have received "STATE-ONLY" cash grants for the report month. These cases and individuals should also be included in the counts reported in Part B. CASELOAD (all items).

13. Total cases open during the month - Enter the number of cases active during the report month, i.e., those cases where an official authorization for State-Only aid was in effect at some time during the month. This is equal to the sum of Items 13a. and 13b.

13a. Cases receiving a cash grant - Enter in the appropriate columns the number of cases receiving a State-Only cash grant during the report month.

13a.(1) Children in Item 13a. cases - Enter in the appropriate columns the number of children reported on the county's fiscal summary document (or

equivalent) for the current month only, excluding counts from previous months. Report children who are fully abated by child support payments in Item 13b.

When the child's basis of eligibility changes in either direction between cash grant and FC during the month, the person count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count. Payments are reported as claimed, that is, the cash grant amount is reported on the CA 237 CalWORKs, and the FC payment is shown on the CA 237 FC.

13a.(2) Adults in Item 13a. cases - Enter in the appropriate columns the number of adults reported on the county's fiscal summary document (or equivalent) receiving State-Only cash grants for the current month only, excluding counts from previous months.

13a.(3) Total Persons - Enter the sum of Items 13a.(1) and 13a.(2).

13b. Other cases - (Not receiving a cash grant) - Enter the number of cases not paid aid but which had an authorization to receive aid during the report month. Include the following cases:

- (1) Cases approved for aid during the report month which will receive an initial warrant dated the following month.
- (2) Cases with an authorization to receive aid discontinued during the report month, and the warrant was either cancelled or not written.
- (3) Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.
- (4) Cases which were fully abated by child support payments.
- (5) Cases determined eligible for CalWORKs-FG or U but whose grant was not paid because it was less than ten dollars (\$10).

13b.(1) Children in Item 13b. cases - Enter in the appropriate columns the number of children in cases reported in "Item 13b. Other Cases" for the current month only, excluding counts from previous months. Children who were fully abated by child support payments should be reported in this item.

13b.(2) Adults in Item 13b. cases - Enter in the appropriate columns the number of adults reported in "Item 13b. Other Cases" for the current month only, excluding counts from previous months.

13b.(3) Total Persons - Enter the sum of Items 13b.(1) and 13b.(2).

26-212.60 PART E. NET EXPENDITURES (State-Only) 26-212.60

This part of the report provides for a summary of the net amount of State-Only aid issued to or on behalf of recipients during the report month.

14. Total net expenditures - Enter the net amount of State-Only aid issued to or on behalf of recipients after accounting for cancellations, repayments of aid (such as child support collections), and all adjustments for the current and all prior months. Enter the amounts corresponding with those reported on the fiscal summary documents (800 series - see Source Guide 26-212.90).

14a. Total child support collections - Enter the amount of child support collections (Form CS 800, Line B3.) which is applied to total monthly expenditures in obtaining net expenditures.

**26-212.70 PART F. TO BE USED ONLY UPON INSTRUCTIONS
FROM CDSS 26-212.70**

This part of the report is to be used upon instructions from the department to report special one-time or short run data.

26-212.90 FORM AND SOURCE GUIDE 26-212.90

Fill in the information requested at the top and bottom of the report form and show the figures required for each item. If there is nothing to report on an item enter "0" or not applicable "N/A"; do not leave any items blank.

Following is the Source Guide for this report. The purpose of the guide is to indicate the specific place on CDSS fiscal documents where data required for this statistical report can be found.

SOURCE GUIDE - FORM CA 237 CalWORKs

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (CalWORKs) -
CASH GRANT CASELOAD MOVEMENT AND EXPENDITURES
REPORT FORM - CA 237 CalWORKs**

**Part B. CASELOAD: FAMILY GROUPS, COLUMN A; UNEMPLOYED,
COLUMN B**

8a. Cases receiving cash grant Aid Payroll Document (or equivalent)

8a.(1) Children Source for 8a.(1) through 8b.(2) is
"county option".

8a.(2) Adults

8b. Other cases

8b.(1) Children

8b.(2) Adults

**Part C. NET EXPENDITURES: FAMILY GROUPS, COLUMN A;
UNEMPLOYED, COLUMN B**

11. Total net expenditures

Forms CA 800 (Federal),
Column A, Line 20 (GRAND TOTALS).

Plus

CA 800 (State-Only), Column A,
Line 15.

For both columns (FG and U)

Minus

Forms CS 800, Line B.3 for family group and unemployed.

11.a. Child Support Collections

Form CS 800, Item B. Line 3 for family group and unemployed.

NOTE: Use the current month's Forms CA 800 (Federal), CA 800 (State Only) Aid Claims and the Aid Payroll documents, and CS 800 Child Support Claim for obtaining expenditure data.

If current month's CS 800 Child Support Claim information is unavailable, use prior month data.

Form CA 800 (Federal) (most current revision): Summary Report of Assistance Expenditures - CalWORKs

Form CA 800 (State Only) (most current revision): Summary Report of Assistance Expenditures - CalWORKs

Form CS 800 (most current revision): Summary Report of Child and Spousal Support Payments - FG/U

Aid Payroll Document: Form ABCD 801 or equivalent.